



CITY OF AKRON, OHIO
POLICE DIVISION
AUGUSTUS A. HALL, CHIEF OF POLICE

NUMBER P-2009-050	EFFECTIVE DATE December 23, 2009	RESCINDS P-2007-050 Issued 5-7-07
SUBJECT Request for Service or Information Report Procedure		ISSUING AUTHORITY Chief Augustus A. Hall

I. POLICY

Request for Service or Information Reports are intended to ensure continuity of operation and dissemination of information, including follow-up. Forms are designed for use as a supplement to, not substitute for, all other required division reports and means of communication.

II. PROCEDURE

- A. This report will be used to disseminate information to interdepartmental units. This information can include:
 1. A problem requiring service.
 2. Wanted persons, suspects, FI Card requests, etc.
 3. Information regarding criminal activity or officer safety.
- B. It is preferable that officers complete these forms instead of referring the request to Safety Communications.
- C. An employee completing the report will submit it to a supervisor for review and approval. The approving supervisor will then remove his subdivision copy for posting purposes and cause the remaining copies to be delivered.
- D. Shift and unit commanders will ensure that this information will be disseminated to their officers in a timely manner.
- E. Requests for Service Reports will be cancelled or become inactive depending on their nature by one of these means:
 1. Dated events are self-canceling.
 2. General and specific requests will be removed from the information board after four days.

- a. If the request is satisfied prior to the four day period, the officer satisfying the request shall immediately notify the DB Desk. The DB officer receiving the information will note all pertinent canceling information on the Investigative Subdivision copy, sign and date same, and as soon as possible, cancel the information in the Uniform Subdivision and Safety Communications.
- b. Uniform and Safety Communications personnel receiving canceling information will note all pertinent facts on their copies of requests, sign, and date same.
3. Cancelled requests, such as warrant arrests, will remain on information boards for a minimum of four days after the date of cancellation. Cancelled Requests for Service Reports will be filed using the specific subdivision practices and record retention laws.

By Order Of,



Augustus A. Hall
Chief of Police

Date 12 - 17 - 09